

## APPENDIX M

## AWARDS

1. The Division Commander will present awards annually to the Area/Resident Office and to the Hired Labor field work unit demonstrating the most effective accident prevention program and meeting the requirements below.
2. Award for Outstanding Safety Accomplishments. The Area/Resident Office and the Hired Labor Unit having the best overall safety performance during the calendar year will be presented with a Division Commander's Outstanding Award for Safety plaque. Determination will be made according to the following procedures:
  - a. Each District Commander will nominate no more than one Area/Resident Office and one Hired Labor Unit to the Division Commander for his consideration.
  - b. The nominations and supporting data must be received by CEPOD-SO NLT 1 October of each year, beginning in CY 1984.
  - c. The District Commander's nominations will be used upon scores received after having been evaluated by the District's SOHO, using the current POD Safety Management Evaluation forms. A completed evaluation will be attached to each nomination. (Ref APP S).
  - d. The equation below will be used by the Division SOHO to determine which of the Division-wide nominees are to be considered for the Division Commander's award. The Area/Resident Office and the Hired Labor Unit, with the lowest "P" will be scheduled for further evaluation by the Division's Chief, SOHO, provided that this value does not exceed 20.

$$P = \frac{(0.2 FS + 0.01 D + 10 L - T) 10^4}{\text{Total Manhours}}$$

Where:

- F = Total number of lost time injuries, Government/Contractor.
- S = Total number of days lost due to injuries, Government/Contractor.
- D = Dollar value of property damage, Government/Contractor.
- L = Number of late reports, Government/Contractor.
- T = Man-days of Government employee safety training presented during the reporting period, 1 Oct - 30 Sep.

3. Late reports used in the above equation include the number of incomplete reports received by the Division SOHO more than 30 days following the incident.
4. The number of man-days safety training given during each calendar year will be computed by each District. Only the following training will be used for computing man-days safety training:
  - a. Local driver improvement courses of at least two hours in length per reporting period.

- b. National Safety Council Courses.
  - c. OCE-sponsored safety training.
  - d. University level safety courses.
  - e. Supervisory safety training sessions in excess of two hours per session.
  - f. International Safety Academy courses. (A man-day will be considered as being eight hour in length.)
  - g. Construction Safety courses such as those provided by OCE/POD SOHO's.
5. A statement signed by the District Commander reporting the total man-days safety training and listing the courses received by the unit's employees during the reporting period will be submitted to the Division Commander, ATTN: CEPD-SO along with his nominations for the award.
  6. The Division Commander will present the Division Commander's Outstanding Award for Safety to the finalist receiving the highest safety management evaluation from the Division SOHO, provided this score is 80 or better. In the event of a tie, the winner will be the unit having the best overall safety program as determined by the Division Chief, SOHO.
  7. The Division Commander will recognize the SOHO in POD that has demonstrated the most effective management of its District's Safety Program. To be eligible for consideration of this distinction, the SOHO must have received a rating of at least 80 on the most recent Safety Program Evaluation by the Division Safety Office. The award will be announced each January to the District receiving the highest total evaluation. Points will be added or subtracted to the evaluation score as follows:
    - a. Acceptable accident reports must be on time and received by CEPD-SO within 30 days of the event. One point will be deducted for each accident report received more than 30 days after the date of the event.
    - b. A penalty of 3 points will be assessed each time an acceptable reply to POD inquiries is not received within the suspense date.
    - c. Five points will be added to the SOHO's evaluation for each Division/Commander's Outstanding Award for Safety received by an Area/Resident Office or Hired Labor Unit in the preceding year.